United Nations ST/AI/2005/2/Amend.1

Secretariat

3 November 2014

Administrative instruction

Family leave, maternity leave and paternity leave

1. The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing staff rule 6.3, amends as follows administrative instruction ST/AI/2005/2, entitled "Family leave, maternity leave and paternity leave".

2. Section 6 is replaced by the following text:

Section 6
Pre-delivery leave

6.1 Upon submission by the staff member of a certificate from a licensed medical practitioner or midwife indicating the expected date of birth, the executive or local personnel office shall normally grant pre-delivery leave commencing no earlier than six weeks and no later than two weeks prior to the anticipated date of birth. Any questions or doubts as to the validity of the medical certificate shall be referred to the Medical Director or designated medical officer.

6.2 Pre-delivery leave for a duration of less than six weeks may be granted at the request of the staff member on the basis of a certification from a licensed medical practitioner or midwife indicating that the staff member is fit to continue to work at the duty station of assignment. Such pre-delivery leave shall commence no later than two weeks prior to the anticipated date of birth. The certificate of fitness to work must be completed by the medical practitioner or midwife at the seventh week prior to the anticipated date of birth.

6.3 Where a staff member intends to give birth at a location outside of the duty station and plans to depart the duty station by air travel, a request for a shorter pre-delivery leave under section 6.2 above may be approved only if the staff member's medical practitioner or midwife certifies that the staff member is fit to travel, and the travel is compatible with the specific air carrier restrictions on travel of pregnant women.

6.4 A staff member who meets the requirements for a period of pre-delivery leave of less than six weeks under section 6.2 above may, at her request, be permitted to work part-time between the sixth and second week preceding the expected date of birth. In such cases, the half days of absence shall be charged to the staff member's maternity leave entitlement.

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6.5 If a period of less than six weeks of pre-delivery leave has been granted, or if the staff member is authorized to work part-time, and it later becomes apparent that the staff member is not fit to continue to work for any reason, the matter shall be referred to the Medical Director or designated medical officer by the executive or local personnel office. The staff member shall be required to commence her pre-delivery leave on a full-time basis immediately when the Medical Director or designated medical officer determines that the staff member is not fit to continue to work.

3. The present instruction shall enter into force on the date of its issuance.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management